

# Service Area Plan

## Department of General Services

### Surplus Property Programs (73007)

## Service Area Background Information

### Service Area Description

Develop policies and procedures while providing guidance and assistance in the administration of the State and Federal Surplus Property Programs, which make surplus material/equipment available to public entities and the general public. In addition, this service area provides guidance to state agencies on recycling programs and opportunities.

### Service Area Alignment to Mission

This service area aligns directly with DGS' mission of delivering quality, cost-effective and timely services while also serving businesses and citizens.

### Service Area Statutory Authority

State Surplus Property Program Code of Virginia §2.2-1124.

Federal Surplus Property Program Public Law 94-519, Federal Property and Administrative Act of 1949, the approved State Plan of Operation and the Code of Virginia §2.2-1123.

State Recycling Program Code of Virginia §2.2-4323.

### Service Area Customer Base

Customer(s)	Served	Potential
General public (Potential "Unlimited")		
Local Governments (Cities, Towns and Counties)	218	
Non-profits Organizations (501 c 3)	220	
State Executive Branches (Agencies, Colleges and Universities)	78	150

### Anticipated Changes In Service Area Customer Base

Through increased marketing it is anticipated that the Judicial and Legislative and Independent agencies in state government will become customers in the Surplus Property Program

### Service Area Partners

Emergency Response Teams

### Service Area Partners

Federal Government General Services Administration (GSA)

### Service Area Partners

National Association of State Agencies for Surplus Property (NASAP)

### Service Area Partners

National Relief Organizations

### Service Area Partners

Other US States

### Service Area Partners

State Agencies

# Service Area Plan

## Department of General Services

### Surplus Property Programs (73007)

---

#### **Service Area Products and Services**

- Recycling Promotion
- Policy and Procedure Development and Guidance
- Auctioneer Services
- Internet Surplus Property Sales
- Delegation of Disposal Authority
- Warehouses
- Eligibility Review and Approval to receive surplus property
- Property Screening and Acquisition
- Audit and Compliance Surveys

#### **Factors Impacting Service Area Products and Services**

Outsourcing

Knowledge, Skills and Ability of Staff

Aging Workforce

Changes to the Law, Regulation, Policies and Procedures

Availability of quality Federal Surplus Property from GSA available for donees

#### **Anticipated Changes To Service Area Products and Services**

None

#### **Service Area Human Resources Summary**

##### **Service Area Human Resources Overview**

##### **Service Area Full-Time Equivalent (FTE) Position Summary**

Effective Date:

Total Authorized Position level ..... 0

Vacant Positions ..... 0

Non-Classified (Filled)..... 0

Full-Time Classified (Filled) ..... 0

Part-Time Classified (Filled) ..... 0

Faculty (Filled) ..... 0

Wage ..... 0

Contract Employees ..... 0

Total Human Resource Level ..... 0

##### **Factors Impacting Service Area Human Resources**

##### **Anticipated Changes in Service Area Human Resources**

Potential retirements of long term staff.

**Service Area Plan**  
**Department of General Services**  
**Surplus Property Programs (73007)**

---

**Service Area Financial Summary**

This Service Area operates as two separate and distinct internal service funds. One internal service fund receives its revenue from fees associated with the disposal of state surplus tangible property. The other internal service fund receives service fees associated with the acquisition and distribution of federal surplus tangible property.

	<u>Fiscal Year 2007</u>		<u>Fiscal Year 2008</u>	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
Base Budget	\$0	\$0	\$0	\$0
Changes To Base	\$0	\$0	\$0	\$0
SERVICE AREA TOTAL	\$0	\$0	\$0	\$0

**Service Area Plan**  
**Department of General Services**  
**Surplus Property Programs (73007)**

---

## **Service Area Objectives, Measures, and Strategies**

### **Objective 73007.01**

#### ***Expand Internet Sales to diminish the need for the competitive bid process.***

Surplus property that does not justify moving to an auction location or transporting to another disposal location is currently sold via the Competitive Bid disposal process. This process is very problematic and the amount of time to dispose of this property can take, worst case scenario, as long as 6 months.

#### **This Objective Supports the Following Agency Goals:**

- Improve our customers' business processes
- Provide cost effective and efficient services

#### **This Objective Has The Following Measure(s):**

- **Measure 73007.01.01**

*Time taken to dispose of surplus property via internet; time surplus property remained in storage.*

**Measure Type:** Output

**Measure Frequency:** Annually

**Measure Baseline:** Internet Sales FY05 \$176,077.84.

**Measure Target:** Increase Internet Sales by 20% in FY06.

**Measure Source and Calculation:**

Number of goods and the value of those goods sold via EBay and GovDeals.com.

#### **Objective 73007.01 Has the Following Strategies:**

- Develop a letter informing all state agencies of the objective.
- Continue to develop the relationship with the Internet Providers (eBay & GovDeals.com).
- Use the DGS/Surplus web-site to keep all agencies informed about the new objective and assist in the survey and data collection efforts.
- Develop a Quarterly Update report and disseminate to staff.

### **Objective 73007.02**

#### ***Increase revenue generated by the Federal Surplus Property Program.***

There are a number of agencies and localities in the commonwealth that are not aware of their potential use of federal surplus property. The goal is to increase awareness and participation thus generating more revenue.

#### **This Objective Supports the Following Agency Goals:**

- Improve our customers' business processes
- Provide cost effective and efficient services

#### **This Objective Has The Following Measure(s):**

# Service Area Plan

## Department of General Services

### Surplus Property Programs (73007)

---

- **Measure 73007.02.01**

**Revenue received**

**Measure Type:** Output                      **Measure Frequency:** Annually

**Measure Baseline:** FY 05 Revenue \$1,000,000

**Measure Target:** Increase the current baseline by 10% in FY06

**Measure Source and Calculation:**

Fiscal receipts and comparisons made on a quarterly basis.

**Objective 73007.02 Has the Following Strategies:**

- Develop an aggressive marketing campaign for the Federal Surplus Property Program.
- Participate in government sponsored events. E.g. DGS/DPS Procurement Forum, Virginia Association of Governmental Purchasing Spring and Fall Conferences (VAGP), Virginia Association of Counties (VACO) Conference.
- Develop a training program for State Surplus Property Administrators.

**Objective 73007.03**

***Revive the State Recycling Program in FY06.***

The objective will focus on program promotion and collecting information on state agency efforts regarding waste reduction, reuse and recycling, and procurement of recycled-content materials. Through these efforts, the state provides a model for stewardship and resourceful use of taxpayer funded operations.

**This Objective Supports the Following Agency Goals:**

- Lead the way in change and innovation
- Effectively develop, manage, and preserve state resources

**This Objective Has The Following Measure(s):**

- **Measure 73007.03.01**

***Amounts and number of items recycled or reused by state agencies.***

**Measure Type:** Input                      **Measure Frequency:** Annually

**Measure Baseline:** This is a new measure, therefore baseline data not available.

**Measure Target:** Within the next two years, increase by 15% state agency recycling collection activity, the number of green products available for state purchase and the amount of green products purchased by state agencies.

**Measure Source and Calculation:**

Utilize EVA to measure procurement activity based on contract purchases and commodity code(s). Survey agencies concerning recycling collection and other waste reduction activities.

**Objective 73007.03 Has the Following Strategies:**

- Ensure that eVA can accurately track green purchasing activity.
- Create an easy way through eVA for agencies to "Buy Green."
- Utilize the DGS website to disseminate information on green procurements.
- Survey agencies on recycling and buy recycled and green procurement activity and knowledge.

**Service Area Plan**  
***Department of General Services***  
***Surplus Property Programs (73007)***

---

- Provide training and consultation to state agencies.